

DEPARTMENTAL REGULATION		Number: 5004-002
SUBJECT: Departmental Regulation Reporting Procurements Under \$25,000	DATE: January 9, 1989	
	OPI: Office of Operations, Procurement Division	

1 PURPOSE

To provide procurement activities with information and instructions concerning the formulation and distribution of procurement reporting information for procureinent transactions of \$25,000 or less.

2 BACKGROUND

October 1, 1988, new Federal Procurement Data System (FPDS) reporting requirements became effective. These changes include the revision of the reporting form (SF-281, FPDS-Summary Contract Action Report (\$25,000 or Less)) and the transactions to be reported.

The Office of Operation's Procurement Division and the Office of Finance and Management's National Finance Center jointly developed an automated system that collects the data needed for the SF-281 report from the documents processed by the NFT. This system became operational October 1, 1988.

3 SPECIAL INSTRUCTIONS

This regulation replaces Departmental Regulation 5004-1 dated October 22, 1984.

4 TRANSACTIONS TO BE REPORTED AND PROCESSED

All small purchase transactions that are processed on an AD-838 Purchase Order will be reported. This will also include the new type 45 Blanket Purchase Agreements and its receipt certification (AD-338 D).

The procurement officer when completing these documents for processing is to insert the proper SF-281 code (see Appendix A) in the appropriate blocks. These codes have been designed to identify both the method of procurement and the type of business. No other action is required of the procurement officer to produce the quarterly report except for those agencies that do not use the AD-838 system to make payments. Those agencies are to manually prepare the SF-281 report and process it to the Office of Operations by the 20th day following the end of each quarter.

On the 15th day following the end of each quarterly reporting cycle the NFC will aggregate the reporting data identified by the SF-281 code for each transaction and produce the report in the format shown as Appendix B. Appendix C is provided to give instruction for completing the form.

Quarterly, each procurement office will receive a SF-281 report from the NFC which is to represent the transactions of that office. Each Area or Regional Office will receive a report of the combined transactions of all the field offices under their management. The Agency Headquarters will receive a copy of their Area or Regional reports and a combined report for the entire Agency. The Office of Operations will receive a copy of The Headquarters Report and a consolidated report from each Agency for all transactions within the Department. This report will become the Department's report to the Federal Procurement Data Center.

5 INQUIRES

Questions relating to this regulation can be directed to Office of Operations, Procurement Division, on 447-8680.

CHART OF SF-281 CODES

(EFFECTIVE 10/01/88)

The SF-281 codes, together with a description of each code, for use in Block 5 of the Form AD-838, Purchase Order, are as follows:

METHOD OF PROCUREMENT		TYPE OF BUSINESS	
CODE	DESCRIPTION	CODE	DESCRIPTION
A	Tariff or Regulated Acquisition	A	Small Business concern
B	Contract for Foreign Government or International Organizations	B	Small Business Concern, Small Business Small Purchase Set-Aside
C	Small Purchases - Competitive	C	Small Business Concern, Labor Surplus Area Set Aside
D	Small Purchases -D Noncompetitive		Small Business Concern, Labor Surplus Area

Set-Aside

- E Small Purchases - Not Available E Small Business Concern,
for Competition Combined Labor Surplus,
Small Business Set Aside
- F Delivery Orders - GSA Contract F Small Business Concern,
Competitive Disadvantaged
- G Delivery Orders - Other Federal G Small Business Concern,
Contracts - Competitive Disadvantaged, Small
Business, Small Pur-
chase Set-Aside
- H Delivery Orders - All Others - H Small Business Concern,
Competitive Disadvantaged, Small
Business Set-Aside
- I Deliver Orders - All Others - I Small Business Concern,
Noncompetitive Disadvantaged, Labor
Surplus Area Set-Aside
- J Delivery Orders - All Others J Small Business Concern,
Available for Competition Disadvantaged,
Combined Labor Surplus,
Small Business Set-
Aside
- K Other Procurement Methods - K Small Business Concern,
Competitive Woman-owned
- L Other Procurement Methods - L Small Business Concern

	Noncompetitive		Woman-owned, Small
			Business, Small
			Purchase Set-Aside
M	Other Procurement Methods - Not Available for Competition	M	Small Business Concern, Woman-owned, Small
			Business Set-Aside
N	Other Procurement Methods - Not Available for Competition 8(a)	N	Small Business Concern, Woman-Owned, Small
			Business Set-Aside
O	Other Procurement Methods - Not Available for Competition	O	Small Business Concern, Woman-Owned, Combined
	Sheltered Workshops		Labor Surplus, Small
			Business Set-Aside
P	Simplified Intragovernmental Billing and Collection (SIBAC)	P	Large Business Concern
Q	Purchases from Other Federal Agencies (i.e., GPO, FPI, etc.)	Q	Large Business Concern Labor Surplus Area
			Set-Aside
R	Domestic Outside U.S.		
S	Domestic Outside U.S., Small Business, Small		
			Purchase Set-Aside
T	Domestic Outside, U.S., Small Business Set-Aside		

U	Foreign
V	Other Entities
W	Other Entities, Small Business, Small Purchase Set-Aside
X	Other Entities, Small Business Set-Aside
Y	Other Entities, Labor Surplus Area Set-Aside
Z	Other Entities, Combined Labor Surplus, Small Business Set-Aside

22 Transaction reported on AD-760, Report of Individual Procurement, and will not be reported on the SF-281 report.

ATTACHMENT

The following matrix identifies valid code combinations which are the only combinations that should be used in Block 5 of Form AD-838:

A	B MA	CA N	DA 0	EA P	FA Q 22	GA	HA	IA	JA	KA	LA
	MB	CB NK	DF	EB	FC	GC	HB	IB	JB	KB	LB
	MF	CC	DG	EF	FD	GD	HC	IF	JF	KC	LF
	MK	CD	DK	EK	FE	GE	HD	IG	JG	KD	LG
	ML	CE	DL	EL	FH	GF	HE	IK	JK	KE	LK

MP	CF	DP	EP	FI	GH	HF	IL	JL	KF	LL
MR	CG	DQ	ER	FJ	GI	HG	IP	JP	KG	LP
MU	CH	DR	ES	FK	GJ	HH	IR	JQ	KH	LR
MV	CI	DS	EU	FM	GK	HI	IS	JR	KI	LS
MW	CJ	DU	EV	FN	GM	HJ	IU	JS	KJ	LU
	CK	DV	EW	FO	GN	HK	IV	JU	KK	LV
	CL	DW		FP	GO	HL	IW	JV	KL	LW
	CM			FQ	GP	HM		JW	KM	
	CN			FR	GQ	HN			KN	
	CO			FT	GR	HO			KO	
	CP			FU	GT	HP			KP	
	CQ			FV	GU	HQ			KQ	
	CR			FX	GV	HR			KR	
	CS			FY	GX	HS			KS	
	CT			FZ	GY	HT			KT	
	CU				GZ	HU			KU	
	CV					HV			KV	
	CW					HW			KW	
	CX					HX			KX	
	CY					HY			KY	
	CZ					HZ			KZ	

NOTE: The first position of the code identifies the METHOD OF PROCUREMENT. The second position of the code identifies TYPE OF BUSINESS. If Type of Business is not applicable, omit the second position.

Please see hard copy or contact OIRM, IMD on 202-447-8799

for the paper copy of the following image(s):

D.2. INSTRUCTIONS FOR REPORTING ON THE SUMMARY CONTRACT ACTION REPORT (\$25,000 OR LESS)

a. Reporting Contract Actions and Dollar Amounts

(1) Contract actions - Count as an action each contract, purchase order, call against a blanket purchase agreement, order against a basic ordering agreement, delivery order, or modification that obligates or deobligates funds during the report period.

(2) Net dollar amounts - Net dollar are the net sum of obligated and deobligated dollars during the report period, rounded to the nearest thousand, and truncated to eliminate the zeros from the rounding. Examples include:

- \$4,565,264.50
rounds to \$4,565,000 and shall be reported as 4565.

- \$964,745.80
rounds to \$965,000 and shall be reported as 965.

b. Explanation of Lines and Columns

Column (a) is for the number of actions.

Column (f) in Part I and column (b) in Part II are the total net dollars for the number of actions in column (a) for the appropriate line.

Columns (b) through (e) in Part I break down the total in column (f) by type of business for line 3 through 7 and lines 9 through 11 as follows: (NOTE: Line 8 does not add across because lines 1 and 2 are excluded from columns (b) through (e) but reported in column (f)).

Column (b) is for net dollars to small businesses. (See Part III, C2, Item 30 for definition).

Column (c) is for net dollars to large businesses. (See Part III, C2, Item 30 for definition).

Column (d) is for net dollars to both domestic contractors performing outside the United States and to foreign contractors. (See Part III, C2, Item 30 for definition).

Column (c) is for net dollars to any other entity which does not fall within the definitions of columns (b) through (d), and include state and local governments, educational institutions and non-profit or not for profit organizations. (See Part III, C2, Item 30 for definition).

Column (f) is the sum of columns (b) through (c) for lines 3 through 7 and lines 9 through 11. (NOTE: Line 8 does not add across because lines 1 and 2 excluded from columns (b) through (e) but reported in column (f)).

All lines include both new awards and modifications, with the exception of Line 12 which is for modifications only.

The information items at the bottom of the report (name, date submitted and telephone numbers) are self-explanatory.

D.3. HEADING

A. REPORT PERIOD

Report the two digits of the fiscal year and the single digit for the fiscal quarter (1,2,3, or 4) for which data were reported by the agency data collection point.

B. REPORT TYPE

Mark "original" if this is the original submission for a given quarter. Mark "revision" if this is a change or deletion to a previously submitted report. The data on the revision form will replace all data from the previous submission.

C. REPORTING AGENCY CODE

Report the appropriate four (4) position agency and subagency identification code from FIPS 95.

D. REPORTING AGENCY NAME

Self-Explanatory.

E. CONTRACTING OFFICE CODE

For agency use only.

F. CONTRACTING OFFICE NAME

For agency use only.

D.4. DETAILED LINE ITEM ENTRIES

PART I. PRIME CONTRACT ACTIONS OF \$25,000 OR LESS

LINE I. TARIFF OR REGULATED ACQUISITIONS

Report the total actions and net dollar for tariff or regulated industry actions. (See Part III. C2. Item 19 for definition). Report Pre-CICA and Post CICA contract actions.

NOTE: Do not report these actions and net dollars in lines 3 through 7 and in Part II.

LINE 2 - CONTRACT FOR FOREIGN GOVERNMENT OR INTERNATIONAL ORGANIZATION

Report the total actions and net dollars for contracts for a foreign government or international organization. (See Part III. C2. Item 18 for definition).

NOTE: Do not report these actions and net dollars in lines 3 through 7 and in Part II.

LINE 3 - SMALL PURCHASES (FAR PART 13)

Report the total actions and net dollars for purchases made pursuant to FAR Part 13, excluding imprest funds and SF 44 actions.

LINE 4 - DELIVERY ORDERS - GSA SCHEDULES ONLY

Report the total actions and net dollars for orders placed under GSA federal supply schedule contracts.

LINE 5 - DELIVERY ORDERS - OTHER FEDERAL SCHEDULES

Report the total actions and net dollars for orders placed under federal supply schedule contracts other than those of GSA; e.g., Veterans Administration.

LINE 6 - DELIVERY ORDERS - ALL OTHER

Report the total actions and net dollars for orders placed under indefinite delivery contracts (other than federal supply schedule contracts) and basic ordering agreements.

LINE 7 - OTHER PROCUREMENT METHODS

Report the total actions and net dollars for any action reportable on the SF 281, and not falling into any of the categories in lines 1 through 6. This line includes 8(a) awards and sheltered workshops awards.

LINE 8 - TOTAL NEW AWARDS AND MODIFICATIONS

Report the totals of lines 1 through 7 in this row.

LINE 9 - COMPETED

Report the portions of line 8 (total actions and net dollars) which were competitively awarded.

Competed actions include actions \$25,000 or less when any of the following conditions apply:

- Small purchase procedures were used and competition was obtained.
- Competitive procedures were used to fulfill the requirement for full and open competition (reference FAR 6.1).
- Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources or to set-aside a procurement for small business or labor surplus are concerns (reference FAR 6.2).
- Statutory authorities for other than full and open competition were used (reference FAR 6.3), and more than one offer was received.

NOTE: Any procurement authorized or required by statute to be awarded to a specified source, e.g., 8(a) awards; brand name commercial products for authorized resale; or awards for utilities (except telecommunications) are excluded from line 9 and should be reported under line 11.

- Contract action resulted from a contract awarded prior to CICA that used two-step formal advertising, other formal advertising, or was negotiated competitively.

LINE 10 - NOT COMPETED

Report the portions of line 8 (total actions and net dollars) which were not competitively awarded.

Contract actions that were not available for competition are to be reported in line 11.

LINE 11 - NOT AVAILABLE FOR COMPETITION

Report the portions of line 8 (total actions and net dollars) which were not available for competition. Actions \$25,000 or less are not available for competition when any of the following conditions apply:

- Awards for utilities (excluding telecommunications) where there is no opportunity for competition. (Line 1)
- Contract for foreign government or international organization. (Line 2)
- Brand name commercial products for authorized resale.

- Procurements authorized or required by statute to be awarded to a designated source
- 8(a) awards
- Purchase orders not over \$1,000 (FAR 13.106(a)).
 - Other contract actions where the agency has determined that there is no opportunity for competition.

LINE 12 - TOTAL MODIFICATIONS (EXCLUDING LINE 3)

Report the portions of line 8 (total actions and net dollars), excluding FAR Part 13 small purchases reported in line 3, which were modifications (not new awards).

PART II. SELECTED SOCIOECONOMIC STATISTICS

LINE 13 - SMALL BUSINESS-SMALL PURCHASE SET-ASIDE

Report the total actions and net dollars for awards made under the small business-small purchase set-aside program pursuant to FAR 13.105.

LINE 14 - SMALL BUSINESS SET-ASIDE

Report the total actions and net dollars for awards (including SBIR) made under the small-business set-aside program pursuant to FAR 19.5. (Includes partial small business set-asides).

LINE 15 - LABOR SURPLUS AREA SET-ASIDE

Report the total actions and net dollars under the total or partial labor surplus area set-aside program pursuant to FAR 20.2. Total and partial combined labor surplus area/small business set-asides are to be included under line 16 below.

LINE 16 - COMBINED LABOR SURPLUS/SMALL BUSINESS SET-ASIDE

Report the total actions and net dollars for awards made under a combined (total or partial) labor surplus area and small business set-aside pursuant to FAR 19.5. Do not include these items under line 14 or 15.

LINE 17 - 8(A) AWARDS

Report the total actions and net dollars for awards made under Section 8(a) of the Small Business Act pursuant to FAR 19.8.

LINE 18 - SMALL DISADVANTAGED BUSINESS

Report the total actions and net dollars for awards made to a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. Note that this includes all 8(a) concerns (which are reported under line 17 above) but excludes minority-owned large business concerns.

LINE 19 - WOMAN-OWNED SMALL BUSINESS

Report the total actions and net dollars for awards made to a
woman-owned small business as certified in response to FAR 52.219-13.

LINE 20 - SHELTERED WORKSHOP

Report the total actions and net dollars for awards to a workshop for the blind or a
workshop for the other severely handicapped as defined in FAR 8.701.

D.5. DELETING/CHANGING REPORTS

Submit a new SF 281 report completely filled out and marked
"REVISED". All of the original input data will be eliminated and the
"REVISED " data will replace it.

D.6. INPUT SPECIFICATIONS

Data submitted by hard copy only. Magnetic tape and punched
card inputs are not acceptable.